

Mission

The mission of the Waukesha County Board of Supervisors is to enact legislation to establish policy to promote the health, safety, welfare and quality of the life of the people of Waukesha County in a fiscally responsible manner.

The legislative body of the County is the Board of Supervisors, which consists of 35 members who are elected by districts to two-year terms in even numbered years. From its members, the Board elects a Chairperson, First Vice-Chairperson, and Second Vice-Chairperson as officers of the County Board. There are seven standing committees of the County Board organized on functional lines. The Executive, Finance, and Personnel Committees deal with administrative policy matters, whereas the remaining four standing committees, Judiciary and Law Enforcement; Health and Human Services; Land Use, Parks and Environment; and Public Works, are concerned with policy matters affecting public services.

Through the internal audit function, the County Board provides financial and program evaluations to assure cost-effective and efficient use of available resources.

	2004	2005 Adopted	2005	2006	Change From 2005 Adopted Budget	
	Actual	Budget	Estimate	Budget	\$	%
Financial Summary						
Personnel Costs	\$1,091,506	\$1,149,009	\$1,138,452	\$1,182,013	\$33,004	2.9%
Operating Expenses	\$82,302	\$139,556	\$113,287	\$141,925	\$2,369	1.7%
Interdept. Charges	\$38,631	\$43,726	\$40,433	\$39,419	(\$4,307)	-9.8%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$1,212,439	\$1,332,291	\$1,292,172	\$1,363,357	\$31,066	2.3%
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$0	\$0	\$0	\$0	N/A
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$0	\$0	\$0	\$0	\$0	N/A
Appr. Fund Balance	\$2,500	\$0	\$0	\$0	\$0	N/A
Total Revenues	\$2,500	\$0	\$0	\$0	\$0	N/A
Tax Levy	\$1,301,482	\$1,332,291	\$1,332,291	\$1,363,357	\$31,066	2.3%
Exp. (Over) Under Rev. & Levy	\$91,543	-	\$40,119	-	-	N/A
Position Summary (FTE)						
Regular Positions	9.00	9.00	9.00	9.00	0.00	
Extra Help	0.00	0.00	0.00	0.00	0.00	
Overtime	0.00	0.01	0.00	0.01	0.00	
Total	9.00	9.01	9.00	9.01	0.00	

Departmental Strategic Objectives**Manage Resources With Fiscal Prudence**

1. Lobby our delegation to revise state statutes to enhance our ability to administer programs and services more efficiently and cost-effectively. (1st Qtr 2006) (Legislative Support)
2. Evaluate proposals for merit, cost savings and impact on service levels. (2nd Qtr 2006) (County Board and Committee Operations)
3. Promote leadership role and visibility of Waukesha County through the County Board Chairman's activities (NACo, WCA, Southeastern District Seven Counties meetings). (3rd Qtr 2006) (County Board and Committee Operations)
4. Work with our legislative delegation to incorporate various task force recommendations into state statutes and budget in order to enhance the state and local partnership. (3rd Qtr 2006) (Legislative Support)
5. Coordinate effort with other counties, local units of government and the legislature to address Taxpayer Bill of Rights (TABOR). (2nd Qtr 2006) (Legislative Support)

Provide Comprehensive Customer Service

1. Evaluate, address and resolve policy issues relating to transportation, planning, intergovernmental cooperation, governance and provision of needed County services. (On-going) (County Board and Committee Operations)
2. Monitor Exposition Center development, old County Courthouse use, library study, county campus security initiatives and UW-Waukesha issues. (2nd Qtr 2006) (County Board and Committee Operations)

Innovate and Seek Continuous Quality Improvement

1. Complete audits in the following areas during 2006: End User Operations and Technology Fund, Juvenile Center/Adolescent and Family Services, Non-Departmental, Mass Transit and Sheriff's Department cash handling. (4th Qtr 2006) (Internal Audit)
2. Assist the County Board and the County administration in the effective discharge of their responsibilities by providing objective analyses, appraisals and recommendations concerning specific governmental operations. (On-going) (Internal Audit)
3. Identify cost-effective controls throughout County operations through audit recommendations, which emphasize quality improvements in the areas of policy and procedure compliance, safeguarding County assets, and management integrity and reliability. (On-going) (Internal Audit)
4. Monitor progress and make County Board Supervisors and staff available for special projects such as the Criminal Justice Collaboration Council, Court Security Committees, state advisory committees, Request for Proposal (RFP) selections, etc. (4th Qtr 2006) (County Board and Committee Operations)
5. Monitor progress and implementation of Justice Facility addition and Courthouse addition planning. (1st Qtr 2006) (County Board and Committee Operations)
6. Enhance updates to committees on status of legislation. (On-going) (Legislative Support)
7. Through ongoing educational efforts, continue to promote the internal audit function as a quality resource for use by Waukesha County legislators, county administration and county taxpayers in an effort to improve the overall operations of Waukesha County. (On-going) (Internal Audit)
8. Each staff member of the audit department will attend two educational/professional conferences in 2006 and update current practices based on knowledge obtained at those conferences. (3rd Qtr 2006) (Internal Audit)

Retain and Develop a High Quality Workforce

1. Cross-train, double staff and alternate support staff among the seven standing committees. (4th Qtr 2006) (Legislative Support)
2. Prepare for transition and orientation issues of various elected offices resulting in possible changes to federal, state and County office holders. (4th Qtr 2006) (Legislative Support)
3. Enhance policy role in technology and E-commerce. (4th Qtr 2006) (County Board and Committee Operations)
4. Update new supervisor orientation materials for new supervisor orientation session to be held in April and facilitate transition to new board. (2nd Qtr. 2006) (Legislative Support)

Major Departmental Strategic Achievements 07/01/04 through 06/30/05**Manage Resources With Fiscal Prudence**

1. Continued work with our legislative delegation to improve the state/local partnership to reduce unfunded mandates or enhance funding. (Legislative Support)
2. Chairman accepted appointment to and worked extensively with Supreme Court committees to promote payment by state for costs associated with the state court system. (Legislative Support)
3. Promoted leadership role and visibility of Waukesha County through the County Board Chairman and supervisors' activities (NACo, WCA, WCEDC, WOW Workforce Development Board, CJCC, Southeastern District Seven Counties meetings). (County Board and Committee Operations)
4. Identified cost-effective controls throughout County operations through audit recommendations, which emphasize quality improvements in the areas of policy and procedure compliance, safeguarding County assets, management integrity and reliability and increasing revenue production within audited departments. (Internal Audit)

Provide Comprehensive Customer Service

1. Furthered cooperative efforts with County managers on development and implementation of the Justice Facility, consolidated communications and similar major joint efforts. (Legislative Support)
2. Resolved policy issues relating to transportation, planning, intergovernmental cooperation, governance and provision of needed County services, especially with reference to federal and state revenue limitations. (County Board and Committee Operations)
3. Through ongoing educational efforts, continued to promote the Internal Audit function as a quality resource for use by Waukesha County supervisors, County administration and County taxpayers in an effort to improve the overall operations of Waukesha County. (Internal Audit)

Innovate and Seek Continuous Quality Improvement

1. Assisted and served on administrative work groups, such as: Criminal Justice Collaboration Council, Legislative Partners Group, Technology Review Committee, and Group Reviewing Board and Commission Expense Reimbursement. (Legislative Support)
2. Revised office operation procedures in concert with County Clerk, Corporation Counsel and Department of Administration resulting in efficiency and accuracy improvements. (Legislative Support)
3. Enforced relevance of County and regional plans by integrating them into the evaluation of budget, capital plan proposals and ordinances. (County Board and Committee Operations)
4. Facilitated review of Northview demolition plan and related issues including: Retzer Center development, Justice Facility addition and Communication Center. (County Board and Committee Operations)
5. Monitored and participated in efforts to improve the criminal justice system through participation in the Criminal Justice Collaboration Council and enhanced security through work with the Court Security Committee. (County Board and Committee Operations)
6. Assisted the County Board and County administration in the effective discharge of their responsibilities by providing objective analyses, appraisals and recommendations concerning specific governmental operations. (Internal Audit)
7. Completed audits in the following areas during FY 2005: Engineering Services Division, Department of Health and Human Services Long Term Care Division, Parks and Land Use Ice Arena. (Internal Audit)

Retain and Develop a High Quality Workforce

1. Updated and improved new supervisor orientation materials and facilitated smooth transition for the new supervisors. (Legislative Support)
2. Reviewed open records and open meetings law issues and facilitated update to board on new procedures. (County Board and Committee Operations)
3. Each staff member of the Audit Department attended two educational/professional conferences in 2005 and updated current practices based on knowledge obtained at those conferences. (Internal Audit)

Legislative Support

Program Description

Provides for the directing of the day-to-day activities of the County Board's professional, audit, and secretarial staff, support to the seven standing committees, legislative and lobbying effort for the County, and research, analysis, evaluation, and recommendations to the County Board and its committees.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	7.01	7.01	7.01	7.01	0.00
Personnel Costs	\$546,253	\$566,498	\$555,953	\$583,187	\$16,689
Operating Expenses	\$21,462	\$27,205	\$25,874	\$27,205	\$0
Interdept. Charges	\$28,684	\$29,356	\$28,510	\$26,758	(\$2,598)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$596,399	\$623,059	\$610,337	\$637,150	\$14,091
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0	\$0
Tax Levy	\$605,302	\$623,059	\$623,059	\$637,150	\$14,091

Exp. (Over) Under Rev. & Levy	\$8,903	-	\$12,722	-	-
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Program Highlights

Personnel costs increase due to across-the-board pay raises and increased benefit costs. The County Board Chairman's salary will increase 1.75% in April 2006 when the new term of office begins.

Operating expenses remain at the same amount including costs related to attending the 2006 National Association of Counties (NACo) conference in Chicago, IL.

The decrease in Interdepartmental Charges is due to a decrease in computer maintenance and replacement charges.

Performance Measure Description

Percentage of resident questions answered within one business day.

Performance Measures	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
% County Board Office responds to resident questions within 1 Business Day	100%	100%	100%	100%	0%

Activity	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Committee agenda/minutes prepared	327	225	300	300	75
Advisement to committees by staff	250	225	250	230	5
Staff participation in community events/mtgs/conf.	115	110	110	110	0
Meetings w/ Legislators/Advisory groups	228	225	250	225	0

County Board and Committees Operations

Program Description

Provide funds for the personnel and direct costs associated with the thirty-four County Board supervisors, its Committees, and the professional associations to which it belongs.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$359,197	\$368,550	\$370,148	\$374,992	\$6,442
Operating Expenses	\$53,493	\$102,501	\$78,763	\$104,320	\$1,819
Interdept. Charges	\$1,907	\$4,547	\$2,100	\$4,547	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$414,597	\$475,598	\$451,011	\$483,859	\$8,261
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$0	\$0	\$0	\$0	\$0
Tax Levy	\$479,376	\$475,598	\$475,598	\$483,859	\$8,261

Exp. (Over) Under Rev. & Levy	\$64,779	-	\$24,587	-	-
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Program Highlights

Personnel Cost increase reflects the County Board Supervisor wage increase of 1.75% in April 2006 when the new term of office begins.

Operating Expenses only slightly increase over the 2005 base. In 2005, the Wisconsin Counties Association (WCA) Conference was held in Milwaukee eliminating the need for overnight lodging. The 2006 WCA Conference will be held in LaCrosse resulting in increased mileage and travel costs. Despite an anticipated 11% rate increase, postage account remains at \$4,500 in 2006 due to office efficiencies and an increased reliance on email. WCA dues are budgeted at \$27,800, the same level as 2005, while NACo dues are expected to increase approximately 3% in 2006 to \$7,000.

Performance Measure Description

The following indicators illustrate the efforts taken to maintain County operational stability.

Performance Measures

County Board actions support bond-rating status of Triple A. [Moody's / Fitch Bond Rating]

Review annual budget and take actions consistent with tax rate stability. (a)

(a) A tax rate stability standard, not exceeding a plus or minus 5% tax rate change from the prior year, should maintain operational stability. Rate shown is actual percentage change from prior year.

Activity	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Ordinances/Resolutions considered	181	150	150	150	0
County Board meetings attended	649	650	650	650	0
Standing Committee meetings attended	985	1,000	1,000	1,000	0

Internal Audit

Program Description

Internal Audit is an independent function of the legislative branch of the County, and is responsible for conducting operational, performance and financial audits of County operations for the purpose of promoting efficiency, economy, and adequate internal controls.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	2.00	2.00	2.00	2.00	0.00
Personnel Costs	\$186,056	\$213,961	\$212,351	\$223,834	\$9,873
Operating Expenses	\$7,347	\$9,850	\$8,650	\$10,400	\$550
Interdept. Charges	\$8,040	\$9,823	\$9,823	\$8,114	(\$1,709)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$201,443	\$233,634	\$230,824	\$242,348	\$8,714
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$2,500	\$0	\$0	\$0	\$0
Total Revenues:	\$2,500	\$0	\$0	\$0	\$0
Tax Levy	\$216,804	\$233,634	\$233,634	\$242,348	\$8,714

Exp. (Over) Under Rev. & Levy	\$17,861	-	\$2,810	-	-
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Program Highlights

Personnel costs increase due to across-the-board pay raises and increased benefit costs.

Operating expenses increase \$550 due to increased travel costs associated with the 2006 National Association of Local Government Auditors (NALGA) Conference in San Jose, California. The 2005 NALGA Conference was held in Milwaukee resulting in reduced travel costs.

The decrease in interdepartmental charges is due to a decrease in computer maintenance based on the level of support requested.

**Performance Measure Description**

The Moody's / Fitch bond rating can be used as a measure to determine efficacy, efficiency, and best practices.

Performance Measures

Audit recommendations relating to cost-effective controls, efficiency and best practices in support of the County's triple A bond rating
[Moody's / Fitch Bond Rating]

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Aaa/AAA	Aaa/AAA	Aaa/AAA	Aaa/AAA	Aaa/AAA	N/A

**Activity**

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Financial/internal control/compliance reviews	3	3	3	3	0
Program evaluations/operational reviews	3	4	4	4	0
Follow-up of Internal Audit and external auditor's recommendations	2	3	2	4	1
Assist in completion of single audit work performed by external auditors	1	1	1	1	0